

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Hiring Authority for consideration.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the The Ideal Candidate and Qualifying Experience sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, without your name, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Materials received by **October 13, 2011**, will receive first consideration. Electronic submittals are preferred.

Please submit your statement of interest and resume materials to the following e-mail address:

ExecutiveRecruitment@hr.lacounty.gov.

Please be sure to indicate the position title *Senior Assistant, Chief Executive Officer* in the subject line of your e-mail.

Confidential inquiries welcomed to:

LAZARO GONZALEZ
Department of Human Resources
Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012
Telephone: (213) 974-2786



COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-292 (CRS). Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires state and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

The County of Los Angeles is an Active Equal Opportunity Employer

THE COUNTY OF LOS ANGELES Invites Resumes For



SENIOR ASSISTANT, CHIEF EXECUTIVE OFFICER (Unclassified)



Filing Period
September 29, 2011 - Until the Position is Filled

www.lacounty.gov



THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, Los Angeles County has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors whose members are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

Department heads report to the Chief Executive Officer (CEO) with the exception of three elected officials (Assessor, District Attorney, and Sheriff) and six appointed positions (Auditor-Controller, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief).

The County has an annual budget in excess of \$24 billion, and 36 major administrative units or departments to serve the needs of the County's residents. The County employs over 100,000 full-time personnel to serve its diverse population.

THE CHIEF EXECUTIVE OFFICE

In March 2007, the Board approved an ordinance amending Title 2; Chapter 2.01 of the County Code, expanding the authority and responsibilities of the Chief Administrative Office and creating the Chief Executive Office. The Chief Executive Office is responsible for Countywide activities, including managing and directing budget and operations, facilities and asset management, intergovernmental relations, employee relations, compensation and classification, risk management, and strategic planning. In addition to the Countywide budget, the CEO oversees a departmental budget in excess of \$36 million for Fiscal Year 2011-12 and funding for 513 budgeted positions.

POSITION OVERVIEW

The Unclassified position of Senior Assistant, Chief Executive Officer reports directly to the Chief Deputy, Chief Executive Officer. This position also coordinates, monitors, and facilitates the integration of operational processes, activities, and services of County departments to improve the delivery of services to County clients. The Senior Assistant, Chief Executive Officer is also responsible for the implementation of Board of Supervisors directed policies and County programmatic goals. This includes the direct oversight of all financial functions, a commitment to improving the integration of County services, and attention to the optimal use of resources to achieve continuous improvement of County organizational and operational processes.

EXAMPLES OF DUTIES

The Senior Assistant, Chief Executive Officer's duties include, but are not limited to the following:

- Assists the CEO in the administration, coordination, integration and evaluation of Countywide operations and activities, and client-based services and programs.
- Plans, organizes, implements, and evaluates the overall activities and operations of County departments and functions.
- Oversees and evaluates departmental budgets, implements fiscal controls, and develops finance and budget recommendations, reports and strategies for submission to the Chief Deputy, the Chief Executive Officer, and the Board of Supervisors.
- Ensures departmental administrative and programmatic planning and operations are consistent with and support department related missions, goals, and client-based service objectives and outcomes.
- Makes recommendations on administrative policy matters and procedures to improve operational and client-based service and program outcomes.
- Functions as an advocate and operational change agent by assisting departments with the identification and resolution of procedural and policy issues. Works collaboratively with departments in the completion of assessments and development of recommendations for Board of Supervisors consideration and approval.
- Leads and facilitates client-related service and program integration and planning within and across County departments and functions; develops policy and procedural proposals to improve County and departmental operations and activities, programs, and services.
- Leads team meetings between assigned department heads, Board deputies, and workgroups to support and implement Board agenda and programmatic goals; develops integrated services and procedural systems, and plans solutions to improve operations, programs, and client service outcomes.

THE IDEAL CANDIDATE

The ideal candidate should have a strong track record and reputation for success and proven leadership in a senior management-level position in a large and complex public sector environment. Candidates should also be results-oriented with a direct, yet approachable and collaborative work style, to effectively manage and motivate diverse individuals to achieve established goals for successful outcomes.

QUALIFYING EXPERIENCE

Demonstrated knowledge, skills, and abilities required in the management and administration of a large and complex government agency or organization at a senior management level. The management and administrative experience must have included planning, directing, administering, implementing, and evaluating multi-functional administrative operations such as finance, accounting/budget, personnel, materials management, and other administrative functions, in addition to strategic planning, policy and procedure development, and implementation and evaluation of client/customer and program-based improvement initiatives and recommendations.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

DESIRABLE QUALIFICATIONS

- Management experience in a leadership role responsible for planning, administering, coordinating, and evaluating the operations and programs of a large and complex government agency or organization.
- Extensive knowledge of departmental missions and client-based services including client/customer service objectives, strategies, and outcomes.
- Extensive knowledge of the principles and theories of public administration including general administration, finance/budget, fiscal management and accounting, human resources management, and project management.
- Extensive knowledge of principles, practices and methods of organizational finance and budget development and monitoring.
- Extensive knowledge of and the ability to interpret and apply provisions of federal, state and local statutes, ordinances, and regulations, including revenue generating and funding practices related to County government.
- Ability to evaluate the adequacy of client-based programs and promote the improvement of services to individuals, families, community groups, and organizations.
- Ability to analyze and interpret data to plan and prepare, and provide recommendations of procedures, policies, and protocols.

- Experience in building consensus and implementing changes in an organization undergoing cultural shifts.

COMPENSATION AND BENEFITS

This is a well-compensated executive level position that will result in a competitive salary and benefit package. Starting salary will be dependent on qualifications, salary history, and career accomplishments. Specific salary placement will be based upon the appointing authority's evaluation of the successful candidate's overall ability to provide exemplary leadership to the County and Chief Executive Office. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS PLAN – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees do not pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. *The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.*

Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances. (Not applicable to County employees who are currently in the Flex Plan.)

Non-Elective Days – 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

Flexible Spending Accounts – Employees may contribute up to \$400 per month tax free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays – 11 paid days per year.